

### General information

A land division creates lots or parcels by dividing land. It will be processed under a Type II procedure. It is a multi-step process and will take at least 7 months. Along with the preliminary application, a final plat will be processed under a Type I procedure. The final plat must be filed with the Multnomah County Surveyor.

Public improvements (water, sewer, storm, streets) are required before lots are final.

### Code

Regulations about land divisions can be found in Gresham Community Development Code (GCDC) under **Section 6.0000**. Final plat requirements can be found under **Section 6.0400**.

### External contact information

Multnomah Assessment and Taxation Office &  
Multnomah County Records Office  
501 SE Hawthorne, Portland, OR  
(503) 988-3375

Multnomah County Surveyor  
1600 SE 190th Avenue, Gresham, OR  
(503) 988-3600

### Application materials

#### Pre-application

- Current pre-application **fee**.
- A completed **pre-application routing form**.
- **Narrative statement** detailing the proposal.
- **Site plan** showing location of existing and proposed:
  - Property lines
  - Dimensions and square footage of parcels
  - Streets/access
  - Utilities

#### Preliminary plan

- Current **fee**. If over 3 lots are created, additional fees per lot apply.
- Completed **application form**.
- Anything else required on the **submittal checklist** provided at the pre-application.
- **Documentation** required by the preliminary plan approval.

#### Final plat

- Current **fee**. If over 3 lots are created, additional fees per lot apply.
- A completed development permit **application**. *This can be included on the preliminary plan application.*
- 10 copies of the **Final Plat**\*.
- Documentation required by the preliminary plan approval.

\* Must be approvable by the County Surveyor. It is advisable to have the County verify the final plat prior to submittal to the City of Gresham.

**Pre-application conference**

The applicant attends a pre-application meeting with City staff to learn about process and receive a preliminary review of the proposal's compliance with code standards.

**Preliminary land division application submitted**

Application must be submitted within 18 months of your pre-application meeting.

**Public notice period**

The site is posted with a notice of the proposal and the City mails notice to all property owners within 300 feet of the site. Written public comment is accepted by the City for 14 days from date of notice.

**Final plat application submitted & reviewed**

The final plat must be submitted within 1 year of the effective date of the preliminary decision.

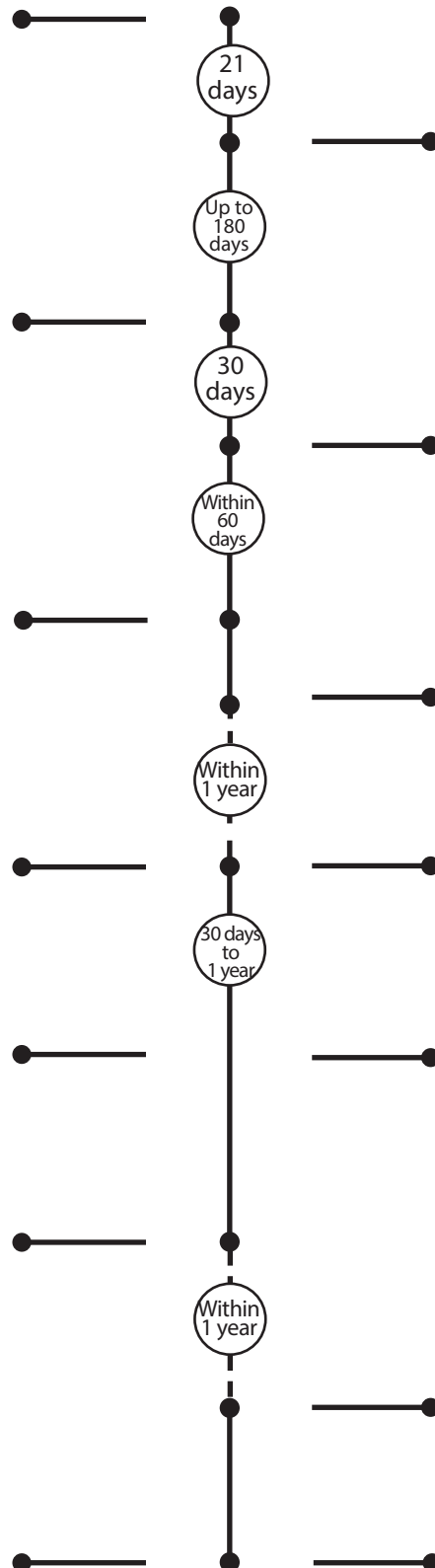
**Mylars submitted**

The applicant will submit copies of the mylar to the planner assigned to the project.

**Mylars signed**

Mylars will be signed by the Planning Director and Development Engineer and then must be recorded at Multnomah County within 1 year.

City receives County-approved Mylars. Lots exist and can be sold.



**Early Neighborhood Notification**

The site is posted with a notice of the proposal and the applicant mails notice to all property owners within 300 feet of the property and holds the meeting during this time.

**Completeness review**

The City will review the application and, within 30 days of its receipt, will determine whether the application is complete or incomplete and notify the applicant.

**Application reviewed for preliminary approval**

Decision will be issued within 60 days of a completed application with any conditions of approval or required changes to the final plat.

**Construction plan submitted**

Draft street and utility infrastructure plans are submitted in ePlan.

**Guarantee of completion**

Construction plans are deemed approvable when the performance bond is secured, any required systems development charges are paid, conditions of approval are met, and the plat needs no further revisions.

**Submitted to Multnomah County**

The mylars will be recorded at Multnomah County by the applicant within 1 year of the date of signing.

Public improvements complete. Building permits can be submitted.